

Exhibit 3**U.S. Department of Agriculture Recommendation and Approval of a Recruitment/Relocation Bonus or a Retention**

1. AGENCY NAME	2. AGENCY CODE	3. CASE NO.	4. EMPLOYING OFFICE CODE
5. NAME OF EMPLOYEE	6. SOCIAL SECURITY NO.	7. DUTY STATION CODES	
8. POSITION TITLE	9. LOCATION (City, State)	10. PAY PLAN, SERIES/GRADE/STEP	
11. SALARY	12. ORGANIZATION	13. EFFECTIVE DATE	
14. ACCOUNTING CODE	15. MAIL CHECK TO (if applicable):	16. EXPECTED DURATION OF ALLOWANCE (if applicable):	
<p>THE FOLLOWING INFORMATION <u>MUST</u> BE ATTACHED, FOR REVIEW BY THE RECOMMENDING AND APPROVING OFFICIALS FOR A RECRUITMENT/RELOCATION BONUS:</p> <ul style="list-style-type: none"> • A written justification outlining the difficulty experienced or expected in filling the position if bonus is not used. • The proposed recruitment/relocation amount, along with the rationale for the amount proposed. <p>THE FOLLOWING INFORMATION <u>MUST</u> BE ATTACHED, FOR REVIEW BY THE RECOMMENDING AND APPROVING OFFICIALS FOR A RETENTION ALLOWANCE:</p> <ul style="list-style-type: none"> • A written determination that unusually high or unique qualifications of the employee or a special need of the agency exists. • A written determination that the employee is likely to leave the Federal government in the absence of a retention allowance. • A written description of the extent to which the employee's departure would affect the agency. 			
17. RECOMMENDATION			
RECOMMENDED AMOUNT		PERCENTAGE OF SALARY	
SIGNATURE OF RECOMMENDING OFFICIAL		TITLE	DATE
18. APPROVAL			
APPROVED AMOUNT		PERCENTAGE OF SALARY	
SIGNATURE OF APPROVING OFFICIAL		TITLE	DATE
19. RECERTIFICATION (For Retention Allowances Only)			
SIGNATURE OF RECOMMENDING OFFICIAL		TITLE	DATE
SIGNATURE OF APPROVING OFFICIAL		TITLE	DATE
Comments/Changes:			